

**ROLE DESCRIPTION
CERTIFIED SPEECH LANGUAGE ASSISTANT**

TITLE: Certified Speech Language Assistant

QUALIFICATIONS:

1. State of New Hampshire Office of Allied Health Professionals License as a Certified Speech Language Assistant (CSLA) required.
2. Associate Degree in speech language assistant from an accredited college/technical school or an equivalent program.

REPORTS TO:

Building Principal and/or Designee(s).

JOB GOAL:

Assist licensed and/or certified speech-language professional in providing speech-language services for students with speech, language and/or hearing disorders.

PERFORMANCE RESPONSIBILITIES:

A. IMPLEMENT PRESCRIBED TREATMENT PLAN:

1. Assist the speech-language professional during screenings and assessments (without clinical interpretation).
2. Follow documented treatment plans/individual education plans or protocols under the direction of the supervising speech-language pathologist/specialist and/or other licensed professionals.
3. Document student performance and report student progress to the speech-language pathologist/specialist and/or other licensed professionals.
4. Accompany student(s) to and from therapy sessions.
5. Monitor, maintain and clean equipment using infections control protocol.

B. MAINTAIN COMMUNICATION AND COLLABORATION:

1. Assist the student's team to develop and implement age-appropriate opportunities for social interactions.
2. Participate in student conferences/program planning sessions to assist in developing students' plans and assessing/evaluating student needs and progress as requested.
3. Provide feedback and other pertinent information based on observations of students to the speech-language pathologist/specialist and/or other licensed professionals.
4. Refer all inquiries/concerns about the student(s) to the speech-language pathologist/specialist and/or other licensed professionals.
5. Maintain home/school communication when requested.
6. Understand and carry out routine oral and written instructions.

C. PROVIDE A SAFE ENVIRONMENT, SUPERVISE STUDENTS, AND ACCOMMODATE STUDENTS' MEDICAL/PHYSICAL NEEDS:

1. Provide support to students in various community/school activities.
2. Participate in the supervision of students as assigned.
3. Enforce school/district policies and procedures.
4. Implement behavioral sequences and interventions.

5. Perform allowable medical procedures/services (may include sensory integration techniques) approved by the district with proper training and supervision by appropriate personnel.
6. Oversee basic job training for the student in and out of the school setting.
7. Assist and/or seat student(s) on and off the bus.

D. PERFORM CLERICAL DUTIES:

1. Assist in the development and utilization of instructional materials and space.
2. Complete Medicaid forms and other related paperwork.
3. Document/report student(s) data as requested.

E. MAINTAIN THE HIGHEST STANDARD OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequent
Walking – Frequent
Sitting – Frequent
Driving – Seldom
Lifting – Frequent
Bending/stooping - Frequent

WORKING CONDITIONS:

Hazards: bodily fluids, communicable diseases, and others, depending on assignment.

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.